



# HUMAN RESOURCES DEPARTMENT

**City of Burlington**

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## COMMERCIAL & INDUSTRIAL ENERGY SERVICES ENGINEER BURLINGTON ELECTRIC DEPARTMENT

**POSTING DATE: July 16, 2015**

**RATE OF PAY: \$47,093 - \$77,205 DOE**

**EXEMPT/NON-EXEMPT: Exempt**

**DEADLINE TO APPLY: July 27, 2015**

**POSITION STATUS: Regular Full Time**

**CLASSIFICATION GRADE: NS4**

**UNION: N/A**

### **APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE**

This position is responsible for presenting and delivering energy services and demand-side management (DSM) programs to Burlington's largest commercial and industrial customers in conjunction with the energy professional community. Serves as the primary point of contact for these largest customers to assist them with various requests within B.E.D. and deliver customer concerns and issues to appropriate departmental staff. The objective is to initiate and maintain positive working relationships with these largest customers to encourage consistent contact with B.E.D. on all energy improvement projects.

#### **ESSENTIAL FUNCTIONS:**

- Provide supervision of current and future DSM programs developed for this group of commercial and industrial customers.
- Respond to customer questions regarding efficient energy usage, and energy-efficiency improvements.
- Perform field inspections and audits of customer facilities to evaluate building equipment and systems, including building envelope, lighting, heating, ventilation, air conditioning, refrigeration, industrial processes and combined heat and power systems to identify and assess energy-saving opportunities using engineering principles and practices.
- Review construction plans for compliance with Burlington Energy Efficiency Guidelines and reports findings to the Department of Public Works Inspection Division.
- Work closely with customers, their architects, engineers and equipment vendors to evaluate energy saving opportunities in construction designs.
- Develop, modify and utilize spreadsheet analyses, building simulation modeling and other tools to evaluate system designs and changes affecting energy consumption and demand.
- Perform project financial analysis, including cost estimating and cash flow analysis to determine simple payback, life-cycle cost, benefit/cost ratios, net present value and other financial indicators.
- Prepare verbal and written summary reports addressed to customers and others detailing energy-saving estimates available from changes in customer building designs, existing equipment, systems or operating and maintenance procedures and financing options.
- Assist in modifying and interpreting energy efficiency guidelines for the City of Burlington.
- Manage requests for proposal (RFP) and scopes of work, including but not limited to preparing, awarding, and reviewing work products prepared by consulting engineers and other contractors, etc.
- Prepare equipment and installation specifications when required.
- Serve as project manager, working with contractors and vendors, to include contract preparation, inspection of installations, coordination of payment disbursements, and mediation of contract disputes when necessary.
- Oversee contract specialists and student interns as required.
- Assist in coordinating and maintaining energy efficiency program administration and program databases including assisting in the creation of savings claims and project documentation standards, and on-site metering protocols, for the Energy Services Area
- Coordinate customer education efforts and present BED programs to the public in a variety of forums.
- Assist the Director of Energy Services in modifying ongoing demand-side and demand-response program designs and in designing future DSM and DR efforts.
- Respond to BED's largest commercial and industrial customers questions regarding billing and usage history, and rate options, that cannot be addressed by BED's Customer Services area.
- Perform other duties as required.

#### **QUALIFICATIONS/BASIC JOB REQUIREMENTS:**

- Bachelor's degree in Electrical or Mechanical Engineering or related degree and 1-□ years of relevant experience required.
- Familiarity with demand-side management (DSM), energy efficiency techniques, and performing energy-saving cost/benefit analysis required.
- Knowledge of heating, ventilating, air conditioning, refrigeration, lighting systems, power generation and some industrial processes required.
- Familiarity with building design process, construction documents and building codes required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to obtain and maintain a valid VT drivers license required.
- Experience with capital financing, negotiation and management of contracts preferred.
- Ability to communicate complex concepts effectively both orally and in writing.
- Ability to establish and maintain good relations with co-workers.
- A strong desire to improve and maintain service to internal and external customers is required as is a high level of personal creativity, initiative and enthusiasm to work within a constantly changing organization.
- Ability to perform thorough investigations of customers' facilities; to include: crawl spaces, roof hatches, towers, mechanical chase-ways and closets.
- Ability to work in close proximity to electrical voltages up to 480.
- Ability to work in a team environment.
- Ability to operate in a Windows based environment using word processing and spreadsheet software required.
- Familiarity with building and equipment modeling software.
- Demonstrated analytical ability and attention to detail required.
- Must be able to listen to and appropriately react to a supervisor's constructive criticism and incorporate said criticism to improve employee performance.
- Ability to organize and prioritize work-flow and meet deadlines.
- Ability to work with minimal supervision.

**To Apply: Submit resume and a City of Burlington Application to:** Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR).

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

**WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.**